



Addendum No. 1

June 12, 2020

CITY OF LONGVIEW RFP # 1920-43 PROPERTY AND CASUALTY INSURANCE

DUE DATE 06/29/2020 @ 3:00 P.M. CT

The City of Longview offers the following clarification for the above referenced Request for Proposal:

Q1. Please provide original cost news only on the vehicles that carry comp/coll coverage?

A1. See Attachment #16

Q2. Who is running the operation – obtain confirmation that it is owned and managed by our insured vs. a third party such as a non-profit or charity. If it's run by a non-profit or charity, insurance should be provided by the other entity.

A2. The Longview Housing Authority is under the umbrella of the City of Longview. We have a Housing Advisory Commission, but they have no governing authority. We are highly regulated and audited by the Federal government. In short, a family that is issued a housing voucher is responsible for finding a suitable housing unit of the family's choice where the owner agrees to rent under the program. More program information can be found here: https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/about/fact_sheet.

Longview Housing Programs receive money from the federal government that expends more than \$750,000 of federal dollars in a single fiscal year, so we undergo an annual independent financial audit referred to as a "Single Audit" in accordance to OMB Circular A-133. The City and the Housing Authority does not own any property that anyone seeking affordable housing lives in. They city just helps facilitate pairing property owners of low income housing with people seeking the same that both sides qualify for.

Q3. What is the purpose of the home, shelter or halfway house? (Note: Risks with these exposures should be referred to the UO for further collaboration.)

A3. See answer A.2 above

Q4. Is the exposure a juvenile detention facility? Refer to the additional information in the Juvenile Detention Centers section.

A4. No.

Q5. Is the exposure a halfway house and if so, is it operated and run by law enforcement? If so, coverage is better suited under the Law Enforcement Liability Coverage Part vs. the General Liability Coverage Part.

A5. No there is not.

Q6. Who resides at the location and what are the services provided? The degree of services provided increases the degree of care. Knowing the following information can assist in determining the degree of care.

a. Are the residents free to roam and live independently?

b. Are there any services provided on premises, such as counseling, security, monitoring or medical? If medical services are provided, it is Public Sector's preference that the General Liability coverage be placed with the medical malpractice carrier

A6. The Longview Housing Authority does not own any property and therefore none of these questions are applicable to their operations.

Q7. If it is a 24/7 facility, life safety controls are imperative. A risk control survey will be needed to determine adequate life safety controls, which include building updates, alarm (fire and security) systems and proper exits in the event of an emergency.

A7. N/A

Q8. There may be an abuse or molestation exposure if the account has custodial responsibility for the residents of the facility. Refer to the Enterprise Abuse and Molestation guideline for more detail on underwriting this specific exposure.

A8. As the Longview Housing Authority owns no property and does not manage any property that people live in this questions is not applicable. We have completed the Abuse & Molestation Application but that is in regard to the three recreation Facilities that the City runs for after school programs and summer programs for children.

Q9. How many units does the city operate?

A9. The Longview Housing Authority owns no property and does not manage any property that people live in this questions is not applicable. The City operates three Recreation Centers, none are operated 24/7 and none have residents and they are not associated with the Longview Housing Authority.

Q10. Property: Typically we do not insure open property, does the city intend to insure a turf or other artificial surface at this location? If it is just an open field we cannot include on our property schedule.

408 Fair St Longview TX ##### Training Field 2015 \$ 200,000 \$ - \$ 200,000

A10. No. This is a secure lot with structures for our Fire Department training field and there are about 15 structure to train that is fenced with a 10' Fence with barb wire on top of it and does need to be insured.

Q11. I will need addresses for this radio equipment to schedule.

Various Longview TX ##### Radio Equipment \$ 3,043,426 \$ 3,043,426 Need Addresses

A11. This can't be accomplished as radio equipment is spread across the entire City and most of it is in vehicles and/or handheld devices.

Q12. General Liability: There are 2 lakes listed on the exposure for General Liability. We will need to know the following information to provide coverage in the GL line.

-names of each lake?

-hazard class?

-please send any dam inspection reports completed by TCEQ

A12. Teague Park Lake and Lake Lamond; neither have dams so there is no TCEQ reports.

Q13. Debtor's Prison: Please have the city answer the following questions regarding debtors prison.

a. Is an indigency hearing held to determine a person's ability to pay part of the bail/bond procedure?

b. Are alternatives to jailing and/or fines considered when an indigency hearing determines a person has limited means?

c. Does the court conduct indigency hearings so as to evaluate the defendant's financial situation before:

1. Incarcerating someone for failing to pay fines or costs (yes/no)

2. Incarcerating someone for failing to pay child support (yes/no)

3. Suspending driver's licenses for failing to pay fines or costs (yes/no)

d. Is counsel afforded to defendants in connection with the foregoing issues:

1. Incarcerating someone for failing to pay fines or costs (yes/no)

2. Incarcerating someone for failing to pay child support (yes/no)
3. Suspending driver's licenses for failing to pay fines or costs (yes/no)

e. Are alternatives to incarceration or imposition of fines and penalties considered for defendants of limited means, such as:

1. Extending the time period for payment of a fine or cost (yes/no)
2. Community service (yes/no)
3. Traffic or safety courses in connection with driving offenses (yes/no)
4. Waiver of fines or penalties (yes/no)
5. Other (yes/no)

A13. a. yes
b. yes
c.1. yes
c.2. n/a; we are a Municipal Court
c.3. yes
d.1. n/a; we are a Municipal Court
d.2. n/a; we are a Municipal Court
d.3. n/a; we are a Municipal Court
e.1. yes
e.2. yes
e.3. yes
e.4. yes
e.5. yes

Q14. Abuse: -average daily attendance at the daycare/after school program

A14. Average daily attendance is 75 youth.

Q15. Auto: Please provide driver information. Name, DL# and DOB.

A15. Attachment #17 an Excel Schedule of Drivers can be obtained by qualified proposer directly from Cameron Jones at HUB International by requesting via email to cameron.jones@hubinternational.com. Any full-time employee may be subject to driving a City vehicle at any time.

Q16. Auto: Please provide cost new values for autos that the city wants auto physical damage coverage on.

A16. See answer to question #1

Q17. Drone Coverage: We offer Drone Coverage for both GL and LEL lines of coverage. Based on the application, it appears the coverage will be sought for Law only?

A17. Please provide options for General Liability & Law Enforcement Liability

Q18. Umbrella: What Umbrella limits would you like?

A18. RFP calls for \$10mil you can provide lower limit options of \$1mil, \$5mil as well.

Q19. Fine Arts: The fine arts schedule on the bid is missing about \$130,000 in assets. Please let me know if I need to delete coverage for these items.

A19. Thank you, that was not provided to us by TML when we requested the current exposures insured the list we provided was. We will update and create an Addendum. See Attachment #18.

Q.20. Loss Runs: Need more recently valued loss runs

A.20. Attachment #17 an Updated Loss Data as of 5/31/2020 can be obtained by qualified proposer directly from Cameron Jones at HUB International by requesting via email to cameron.jones@hubinternational.com

This form shall be signed and returned with your proposal.

Name: _____

Signature: _____

Company: _____

Title: _____

Date: _____